

CIVIL CASE CHECK LIST

ATTORNEY REQUIREMENTS

- **The attorney of record must be a member of the bar for the Eastern District of Missouri or file a motion with the court to appear pro hac vice.** (See Local Rule 12.01 for requirements)
- The attorney of record must sign the original complaint pursuant to FRCP 11. If the attorney is opening the new case on ecf, the use of the ecf login and password assigned by the court complies with Rule 11.

FILING A CIVIL CASE

- A new civil case may be opened electronically by an attorney in ecf, if the attorney can meet the requirements for filing, has an Eastern District of Missouri ecf login and password and has a valid credit card.
- A new case may be filed by bringing the case in paper form to the Clerk's Office with the case filing fee being paid by cash, check or credit card. If an attorney or support staff brings a case to the Clerk's Office for filing they will be required to scan and upload the documents to CM/ECF using the computers located in the Intake area.

FILING REQUIREMENTS

- Pursuant to Local Rule 2.04, when demanding a jury trial, "Jury Trial Demanded" must be written on the first page of the Complaint - under the space for the case number.
- The correct division must be noted on all of the pleadings - the Eastern District of Missouri is comprised of the Northern - Southeastern - Eastern Divisions pursuant to 28U.S.C.105 of the FRCP.
- If the plaintiff is a child or an incompetent person, a Motion For Appointment of Next Friend must be filed with the complaint.
- Pursuant to the E-Government Act of 2002, all civil pleadings filed, including exhibits must not contain personal identifiers, (i.e. social security numbers, names of minor children, dates of birth and financial account numbers). Personal information **MUST** be redacted before the case is submitted to the court.
- All information requested must be entered and all sections completed on the Civil Cover Sheet. When the attorney opens a case, this form is an attachment to the Complaint or Notice of Removal.
- The Original Filing Form (Designation Sheet) must be completed. If the case was filed previously, the prior officiating judge must be listed along with the previous case number. (Local Rule 2.02B). When the attorney opens a case, this form is an attachment to the Complaint.
- If the plaintiff is a non-governmental organizational party (corporation, limited liability company, limited liability partnership) the Disclosure of Organizational Interests Certificate must be filed with the complaint, see LR 2.09. The Disclosure of Organizational Interests Certificate should be filed separately.

SERVICE

- If service (pursuant to Rule 4 FRCP) is to be effected by Waiver of Service of Summons form - submit 2 completed waivers for each defendant. If the attorney is opening the case, one Waiver of Service of Summons form for each defendant should be filed as an attachment to the Complaint.
- If service (pursuant to Rule 4 FRCP) to be effected by Summons - submit 2 completed summons for each defendant. If the attorney is opening the case, one completed Summons should be filed as an attachment to the Complaint.
- If the U.S. Government or U.S. Government employees are defendants, service (pursuant to Rule 4 FRCP) is to be effected by submitting 2 completed Summons for the U.S. Agency, the U.S. Attorney and the U.S. Attorney General in addition to any U.S. Government employees. The government is exempt from service by waiver of service of Summons. Service is effected by certified or registered mail. (Rule 4(i)FRCP) If the attorney is opening the case, one completed Summons for each party being served should be filed as an attachment to the Complaint.
- When service is to be effected by Summons, a Notice of Process Server form must be filed for each process server. The Notice of Process Server should be filed separately.
- If the defendant is a non-governmental organizational party (corporation, limited liability company, limited liability partnership) a blank Disclosure of Organizational Interests Certificate must be accompany the service documents.
- **The Fee for filing a Civil Case is \$400.00.** The court accepts payment by cash, credit card or check. If payment is being made by check, please make the check payable to “Clerk U.S. District Court”. If the attorney is opening the case, a valid credit card or ACH/debit is required for payment through Pay.Gov.